
EEO Training for New Counselors' Seminar
December 3-7, 2001
Columbia, Sc

Agenda

Monday, December 3, 2001

8:00 - 8:30 A.m.	Registration
8:30 - 8:50 A.m.	Welcome and Administrative Announcements
8:50 - 9:00 A.m.	Opening Remarks and Introduction of Equal Employment Opportunity Staff
9:00 - 9:30 A.m.	Overview of EEO Complaint Processing
9:30 - 10:00 A.m.	The Role and Responsibilities of an EEO Counselor
10:00 - 10:15 A.m.	Break
10:15 - 10:45 A.m.	Pre-complaint Process: Conducting the Limited Inquiry
10:45 - 11:45 A.m.	Limited Inquiry Workshops
11:45 - 1:15 P.m.	Lunch
1:15 - 1:45 P.m.	Resolution Attempt: Negotiating Settlements and Preparing Settlement Agreements
1:45 - 3:00 P.m.	Resolution Attempt Workshops - Preparing Equal Employment Opportunity Staff
3:00 - 3:15 P.m.	Break
3:15 - 4:15 P.m.	Alternative Dispute Resolution (Adr) Mediation
4:15 - 5:00 P.m.	Election of Forum

5:00 P.m. Recess

Tuesday, December 4, 2001

8:00 - 8:45 A..M. Review of Pre-complaint Processing

8:45 - 9:30 A..M Title Vii of the Civil Rights Act of 1964

9:30 - 10:00 A.m. Rehabilitation Act and Americans with Disabilities Act (Ada)

10:00 - 10:15 A.m. Break

10:15 - 11:15 A.m. Age Discrimination in Employment Act of 1967 (Adea)

11:15 - 12:15 P.m. Retaliation

12:15 - 1:45 P.m. Lunch

1:45 - 2:45 P.m. Sexual Harassment

2:45 - 3:15 P.m. Equal Pay Act

3:15 - 3:30 P.m. Break

3:30 - 4:00 P.m. New Bases: Parental Status, Sexual Orientation and Protected Genetic Information

4:00 - 5:00 P.m. Remedies (Including Compensatory Damages, Attorneys' Fees and Costs Available to Prevailing Parties)

5:00 P.m. Recess

5:30 P.m. Reception

Wednesday, December 5, 2001

8:00 - 8:15 A.m. Review of EEO Law (Questions and Answers)

8:15 - 9:15 A.m. How to Avoid Being Named in an EEO Complaint

9:15 - 10:15 A.m. Personnel Administration - Importance in Eeo Context (Video Teleconferencing)

10:15 - 10:30 A.m. Break

10:30 - 11:30 A.m.	EEO Complaint Processing - the Agency (Video Teleconferencing)
10:30 - 11:30 A.m.	EEO Complaint Processing - the Agency (Continued) (Video Teleconferencing)
11:30 - 12:30 P.m.	Jurisdictional Information: How to Determine the Claim(s) and Basis(es) and the Timeliness of the Potential Complaint
12:30 - 2:00 P.m.	Lunch
2:00 - 2:30 P.m.	Issues Attendant to Fragmentation
2:30 - 2:45 P.m.	Issuing the Notice of Final Interview and Right to File a Discrimination Complaint
2:45 - 3:45 P.m.	Preparing the EEO Counselor's Report
3:45 - 4:00 P.m.	Break
4:00 - 5:15 P.m. Breakout Rooms	Report Writing Workshops Equal Employment Opportunity Staff
5:15 P.m.	Recess

Thursday, December 6, 2001

8:00 - 8:15 A.m.	Review of EEO Process
8:15 - 10:15 A.m. Breakout Rooms	Case Study <ul style="list-style-type: none"> • Limited Inquiry • Informal Resolution Attempt
10:15 - 10:30 A.m.	Break
10:30 - 12:30 P.m. Breakout Rooms	Case Study (Continued) <ul style="list-style-type: none"> • Notice of Final Interview • EEO Counselor's Report
12:30 - 2:00 P.m.	Equal Employment Opportunity Staff Lunch

2:00 - 2:30 P.m.	How to Handle Difficult Witnesses
2:30 - 3:00 P.m.	Diversity in the Workplace
3:00 - 3:15 P.m.	Break
3:15 - 5:00 P.m.	EEO Counselor Panel Discussion
5:00 - 5:30 P.m.	Counseling Class Action Complaints
5:30 P.m.	Recess

Friday, December 7, 2001

8:00 - 9:00 A.m.	General Guidance for EEO Counselors
9:00 - 9:30 A.m.	Administrative Matters in Counseling
9:30 - 9:45 A.m.	Break
9:45 - 11:00 A.m.	Questions and Answers, Wrap-up, Cle/evaluations, Adjournment